

**TRAINING OFFICER  
STUDY GUIDE**

A written examination for the class of **TRAINING OFFICER** to be administered in **ST.BERNARD PARISH FPD #1-2** on **OCTOBER 12, 2009**, will consist of approximately 100 multiple-choice questions. The examination will test your knowledge in the following subject areas:

<b>SUBJECT AREA/KNOWLEDGE</b>	<b>APPROXIMATE % OF EXAM</b>
<b>TRAINING</b>  Knowledge of the procedures for evaluating the training needs of the department and for developing and implementing an effective training program, including serving as an instructor; and the supervision of department personnel in the training environment.	31.0%
<b>FIREGROUND OPERATIONS</b>  Knowledge of fireground operations sufficient to train department personnel in areas of fire fighting, forcible entry, fire streams, ventilation, rescue, communications, fire attack, safety, and hazardous materials.	18.0%
<b>WATER SUPPLY AND PUMP OPERATIONS</b>  Knowledge of water supplies and pump operations sufficient to train departmental employees in the use of water supplies; hydraulics; hydrants; pump operations; and the driving and operating of apparatus/equipment in order to efficiently perform their duties at the scene of an emergency.	10.0%
<b>TOOLS AND EQUIPMENT</b>  Knowledge of the care, operation, and correct uses of all fire department tools and equipment in order to train department employees in the use of these, including the following: protective breathing apparatus, ropes, hoses, ladders, and extinguishers.	6.0%
<b>MEDICAL PROCEDURES AT THE EMERGENCY SCENE</b>  Knowledge of first aid practices and procedures, including CPR and emergency medical services, sufficient to train departmental employees to perform these duties at the scene of an emergency.	6.0%
<b>FIRE PREVENTION AND INVESTIGATION</b>  Knowledge of fire prevention and fire investigation procedures sufficient to train departmental employees in the collecting of information for pre-fire planning; fire prevention and fire investigation.	6.0%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<b>SALVAGE AND OVERHAUL</b>  Knowledge of correct procedures for performing salvage and overhaul operations sufficient to train department employees in these operations.	5.0%
<b>RECORDS/REPORTS/CORRESPONDENCE</b>  Knowledge of effective records-management practices, including preparation, content, format, control, and retention, and knowledge of effective report preparation procedures, including the compilation, analysis, and organization of data into an effective written format for reports or official correspondence.	10.0%
<b>PUBLIC RELATIONS</b>  Knowledge of effective public relations practices which foster a positive public image of the department through contact with the media, other agencies, and the public.	8.0%

#### REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

#### PRIMARY REFERENCE MATERIAL

#### INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):

Fire and Emergency Services Instructor, 7th ed., 2006.  
 Essentials of Firefighting, 4th ed., 1998.  
 Pumping Apparatus Driver/Operator, 2nd ed., 2006.  
 Fire Service First Responder, 1st ed., 2000.  
 Fireground Support Operations, 1st ed., 2002.  
 Fire and Life Safety Educator, 2nd ed., 1997.

#### NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

**FIRE COMMAND**, Brunacini, Alan V., NFPA, 2nd ed., 2002.

**FIRE PROTECTION HANDBOOK**, NFPA, 19th ed., 2003.

**MANAGEMENT IN THE FIRE SERVICE**, Carter, Harry R., and Rausch, Erwin, NFPA, Quincy Mass., 4th ed., 2008.

#### OTHER RECOMMENDED PUBLICATIONS:

**EFFECTIVE SUPERVISORY PRACTICES**, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 4th ed., 2005.

**NOTE:** Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.